

**TOWN OF ROCKLAND
ZONING BOARD OF APPEALS
APPLICATION FOR A PUBLIC HEARING
Instruction Sheet**

A. This application when completed, must be filed with the Town Clerk together with:

- **Filing Fee - (check made payable to the Town of Rockland)**
 - \$200.00 - Application For Special Permit and/or Variance
 - \$200.00 - Application For an Appeal from a Decision of the Zoning Enforcement Officer
- **Filing Fee – Comprehensive Permits (Chapter 40B) –**
See Comprehensive Permit Rules for additional requirements
 - For Limited Dividend Organizations: \$2,000.00 flat fee plus \$100.00/ unit
 - For Non-Profit Organizations: \$1,500.00 flat fee plus \$75.00/unit
 - For Public Agencies and Local: \$0.00
- **Advertising Cost**

The Petitioner/Applicant will be responsible for paying advertising cost incurred with a local newspaper and will receive a statement for costs incurred directly from said newspaper prior to the next available hearing date scheduled with the Zoning Board. The ZBA will type the Petitioner/Applicant ad and submit the same to the newspaper for proper publication. The ZBA will send to the local newspaper any pertinent billing information needed so that a billing statement can be sent for the advertisement publication to the Petitioner/Applicant.
- **13 copies of:**
 - Application
 - Certified List of Abutters
 - All maps, plans and other documents required by these instructions
- 2-business size pre-addressed, stamped envelopes for each name on the abutters list.
 - **Use regular stamps. Do not use a postage meter.**
 - **Do not put a return address on envelopes.**
- 1 business size, pre-addressed, stamped envelope to each Planning Board in the surrounding towns.
 - **Use regular stamps. Do not use a postage meter.**
 - **Do not put a return address on envelopes.**
- 2 certified envelopes addressed to the Applicant(s) and Owner(s), if different, and the green card and white Certified Mail forms filled out with the Applicant(s) Owner(s) name(s) filled out in Block 3 (green card only), and the appropriate amount of postage affixed.
 - **Certified Mail label must have bar code with number.**

Instruction Sheet - Continued

B. The application must be signed by the Owner(s) of record of the subject property, and the applicant, if different from the Owner(s). Applications not signed by the applicant and Owner(s) will be returned.

C. All applications that involve any new construction, or additions to existing construction, and all applications that involve outside storage of goods or equipment, *except for open decks and porches*, shall be accompanied by a plan drawn and stamped by a registered land surveyor showing the metes and bounds of the property, north arrow, dimensions of all existing and proposed structures, set backs from property lines and buffer zones where applicable.

D. All applications for open decks and porches shall have a plan (example: Assessors map) showing existing and proposed structures and dimensions from all lot lines. The petitioner is responsible for accuracy of all distances and dimensions.

E. All applications for a Class 2 use car/truck lot shall be accompanied by a plan drawn and stamped by a registered land surveyor showing the metes and bounds of the property, all existing and proposed structures, buffer zones, parking spaces for the number of cars requested, spaces for employees and customers, and sufficient back-up area as described in the By-law.

F. All applications for an In-law apartment shall have a scaled floor plan of the existing house, a scaled floor plan of the proposed in-law apartment. All floors must be shown. Plus all other required documentation as per these instruction sheets. Applicant must get a copy of the In-law apartment guidelines from the Building Department.

G. All applications that also require Site Plan Approval from the Planning Board shall be accompanied by a site plan meeting the requirements of Site Plan Approval as set forth in the Rules and Regulations of the Planning Board.

H. All applicants must go to the Assessor's Office to obtain a Certified List of Abutters.

I. All Businesses and Commercial applicants must submit a Municipal Lien Certificate from the Tax Collector's Office for the property in question.

J. The application must be signed by the Zoning Enforcement Officer in two (2) sections on the application before the applicant makes 13 copies.

K. The Town Clerk will distribute your completed application to the members of the Zoning Board. The Board will set a date for your hearing. You will be notified by mail on the date and time of your hearing. If you are unable to present your petition at that time, please contact the Chairman or the Recording Secretary at 781.871.1874 ext. 175 as soon as possible.

**All Incomplete Applications Will Be Rejected
And Returned To The Applicant**

**TOWN OF ROCKLAND
ZONING BOARD OF APPEALS
APPLICATION FOR A PUBLIC HEARING**

- I. I/We hereby apply for a public hearing before the Zoning Board for the following:
(Check all that are applicable)**

_____ Application for Dimensional Variance
_____ Special Permit for Use permissible by Special Permit
_____ Appeal from a Decision of the Zoning Enforcement Officer
_____ Comprehensive Permit (Chapter 40B)

- II. Answer all of the following questions that pertain to your application:**

1. Address of the property in question: _____
2. Name(s) of Owner(s) of Property: _____
3. Owner's Address: _____
4. Name of Applicant(s): _____
5. Address of Applicant: _____

6. Applicant's Phone: Home: _____ Work: _____
7. State the Assessor's Map # _____ and Lot # _____ of the property.
8. State the Zoning District in which the property is located: _____
9. Explain in-depth what you are proposing to do: _____

10. Describe in detail any currently existing variance(s) or special permit(s) pertaining to this property. A copy/copies must be obtained at the Town Clerk's Office and must be attached to this application:

11. List all applicable section of the Zoning Bylaw that pertain to this application:
This section is to be filled out by the Building Inspector/Zoning Enforcement Officer.

12. If you are applying for a dimensional variance, state in detail any specific conditions that effect the shape,soil, topography or structures on your lot that specifically effects your lot and do not effect the zoning district as a whole, and why these conditions cause a hardship to the land that warrants the grant of a variance (**use a separate piece of paper if necessary**) _____

13. If this is an application for a special permit, describe in detail the permit you are seeking and provide specific information as to how the proposed use will meet the performance standards of the Zoning By-Laws of Rockland: _____

14. If this is an appeal from a decision of the Zoning Enforcement Officer, state in detail the grounds upon which you claim that the Zoning Enforcement Officer/ Building Inspector's decision was in error. _____

Signed: _____

Owner(s) of Record

All owners must sign

Signed: _____

Applicant(s) If Different from owner

All applicants must sign

Signed: _____

Signature of Attorney (if any)

Dated: _____

The Zoning Enforcement Officer for compliance with the attached instructions must approve this application and all relevant documentation. 13 Copies are then required before submission to the Town Clerk for date stamp.

Douglas Jeffrey, Zoning Enforcement Officer

Dated: _____

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